**Exemplary International School Board of Trustees**

# ***Essential Agreements - How We Will Operate***

***2020-21***

- Meetings
  - We will start on time if there is a quorum
  - Decisions made by consensus if possible; if not, then by vote
  - No proxy voting; we want board members present for the discussion
  - We will conduct a brief self-assessment of how the meeting went at the end of each meeting
- Between Meetings
  - No "extended" discussion of Board business by email
  - Time-sensitive issues may be voted on by email and minuted at the next meeting
  - We will communicate to the Chair and/or Superintendent any potential significant "issues" we discover rather than acting alone as a Board member to resolve it.
- Agenda
  - Input for Agenda to Board Chair or Director by 7 days before meeting
  - Agenda developed by Chair and Director and distributed to Board members by 5 days before meeting
  - Includes indicative times of each agenda item
- Individual Board Member Responsibilities
  - No smartphone use unless emergency
  - After decisions are made, we all will support the decision
  - We will arrive on time and come prepared for meetings
- Minutes
  - Minutes will record actions agreed upon, including who will do what by when.
  - We will read the draft Minutes and inform the Chair of any discrepancies prior to the next meeting.
  - Votes will be recorded as numbers only, no indication of who voted yea or nay.
  - Approved Minutes of Open Sessions will be posted on the school's website

*Agreed upon by the Board at the 2020 Board Retreat*